**Sample Template**

**Undergraduate Teaching Assistant Expectations Contract**

UGTA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course # and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Section # and Meeting Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total hrs/wk of UGTA appointment: \_\_\_\_\_\_\_\_

**UGTA Responsibilities**: Use the following table to mark any responsibilities for the UGTA along with the approximate expected time per week for that task.

|  |  |  |
| --- | --- | --- |
| **Y / N** | **~hrs/wk** | **Task** |
|  |  | Facilitate class activities (walk around, answer questions, check-in with groups, distribute supplies, etc.) |
|  |  | Grade (UGTA grading should be done with faculty supervision and input. Faculty should supply or approve rubrics for non-binary grading and spot check UGTA grading. Final grades should be determined by the faculty and faculty should be responsible for all questions on grades.) |
|  |  | Hold office hours |
|  |  | Run discussion section (Must be under the direct supervision of the instructor of record.) |
|  |  | Run laboratory section (Must have an appointed faculty or staff assigned to the course/lab who is physically nearby and on-call to assist in short order. Additional training will be required for UGTAs supervising a laboratory.) |
|  |  | Run supplementary review sessions  |
|  |  | Prepare review guides or supplementary problem sets |
|  |  | Prepare and set-up laboratory supplies |
|  |  | Prepare instructional materials and make copies |
|  |  | Proctor (Must have an appointed faculty who is physically nearby and on-call to assist in short order.) |
|  |  | Drive vehicles for field courses and field trips |
|  |  | Review content in preparation to assist in class, office hours, etc.  |
|  |  | Communication (student emails, instructor emails, instructor meetings) |

Additional notes or specific details on logistics for the UGTA responsibilities:

**Instructor Responsibilities:** Use the following to mark any responsibilities for the course instructor.

* Provide the UGTA “Designer” access to the course Canvas site
* Provide the UGTA a copy of the course syllabus
* Ensure the UGTA has received any training required for their responsibilities
* Provide lecture notes, slides and/or activity materials prior to class time
* Provide a rubric for any grading assignments
* Review graded work prior to returning to students
* Answer UGTA questions on content (or delegate to a graduate TA)
* Communicate updates on weekly class progress and any syllabus changes
* Give regular performance feedback to the UGTA
* Complete an end of semester performance evaluation of the UGTA

Additional notes or specific details for the instructor responsibilities:

**UGTA Performance Expectations:** Use the following to mark any UGTA performance expectations that apply.

* Arrive on time for class and remain for the duration of class
* Be prepared with sufficient content knowledge to help students in class or office hours
* Complete grading assignments in a timely manner
* Grade fairly and consistently
* Complete any class or lab preparation in a timely manner
* Ensure safety of all students in the laboratory
* Notify the instructor as soon as possible if you need to be absent from your duties for any period of time
* Be respectful of the students, instructor, and TA
* Follow all university policies
* Maintain a positive and professional demeanor – this is a job!

**Communication Plan:** Discuss how you plan to communicate with each other about course logistics, questions, updates, etc. Use the space below to note any regular meeting times and preferred communication channels.

Meeting time, location, frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred communication channel (email, in-person, phone, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication plan notes:

**Conflict of Interest Disclosure**: To avoid the appearance of a conflict of interest, UGTAs and graders should not be responsible for assessing the performance of students with which they have a personal relationship. Please list the names of students in the course with which you have a relationship (close friendship, roommate, dating, sorority/fraternity member, family member, etc.). Please update this form during the semester if a new conflict emerges. Please talk to the instructor about any students for whom you are uncertain if your relationship constitutes a conflict.

Name(s) of student(s) with whom you have a conflict of interest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby promise to uphold the responsibilities and expectations outlined for me in this document.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (UGTA signature)

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Instructor signature)